



**WCA INDIA
REGIONAL**

JUNE 18-21, 2018
Hyderabad, INDIA

PRE-CONFERENCE INFORMATION

(Very Important – Please Print this out!)

The details below contain very important last minute information which you should print out and use as a checklist and reference for the conference.

GETTING TO NOVOTEL HOTEL & RESORT (EVENT LOCATION)

Novotel & HICC Complex (Adjacent to HITEC City)
PO Bag 1101 Cyberabad Post Office, 500081 Hyderabad, India
PHONE: +91-40-66824422 - FAX: +91-40-66844422
Website: <http://www.novotelhyderabad.com>

The most convenient way to travel between Hyderabad Airport and Novotel HICC is by taxi. Taxis fares in Hyderabad are fairly cheap and cabs are metered.

- Catch a taxi (Meru Cabs or Sky Cabs) from the taxi stand located at the exit just outside the Arrivals Terminal.
- Taxi fare is approximately INR 850 – INR 1,000 (USD 13 – USD 15) depending on time of the day
- **Taxis accept fares in the local currency (INR) only. Please make sure that you change some money to the local currency before taking a taxi**

CONFERENCE AGENDA

Visit <http://conferences.wcaworld.com/india2018/info/eng/agenda.php> for the most up to date agenda.

WCA EVENTS APP

No more queuing to pick up your One on One Meeting Schedule!!!

Existing users must un-install and re-download to update their current version.

New users can search “WCA Events” in the Apps Store and Play Store or scan one of the below QR Codes.



iOS



Android

Now you can schedule One on One Meeting and view your time table anywhere.

Features:

- ◆ Schedule One-on-One Meeting Appointments
- ◆ View Attendee Profiles
- ◆ View Conference Agenda
- ◆ View One-on-One Floor Plan and Booth List
- ◆ WCA Contacts
- ◆ Latest Announcements

EMERGENCY CONTACTS

WCA representatives are available 24 hours. If you need urgent assistance then please do not hesitate to contact us. We will be happy to assist.

Name	Area of Responsibility	India SIM	Roaming SIM
Douglas Archer	Conference Manager	+91 63 0304 7905	+66 86 888 0276
Pui	Accommodations & Registration	+91 63 0303 9650	None
Wang Damin (Mandarin Speaking)	Vice-President China, WCA	None	+86 159 2166 2716
Julia Zhao (Mandarin Speaking)	Deputy Director of Membership, CIFA	None	+86 136 8147 9075
Victor Gomez	General Manager Asia-Pacific, WCA	None	+66 84 664 9631
Ms. Monica Tappi Van Velthoven	Vice-President Europe, WCA	None	+31 655 544 690
Mr. Randy Van Velthoven	Regional Manager Europe, WCA	None	+31 631 799 830
Rita Ramojela	Regional Manager India (Mumbai), WCA	+91 845 4844 289	None
Charan Sharma	Regional Manager India (Dehli), WCA	+91 981 834 3738	None
Anjali Khedekar	Office Manager (Mumbai), WCA	+91 986 757 2007	None

For additional information please contact conference_india@wcaworld.com

IMPORTANT REMINDERS

- 1. Please wear your badge at all times.** Badges are essential – you will **NOT** be admitted to ANY function areas without it. Please also do not lose your badge because a replacement will only be issued on production of a passport or government ID card. A business card or other forms of ID will not be accepted.

2. Always carry a sufficient supply of business cards so that you won't have to run up to your room to get new ones. We do not have facilities to print new business cards for you.

3. Please show up on time for your meeting appointments. If you cannot make it to a meeting appointment for any reason then please have the courtesy to inform your meeting partner by contacting our staff to fill out a "One on One Communication Form."

PLEASE SETTLE ALL PAYMENTS BEFORE COMING!

Please ensure that your company has settled all pending payments for registration, hotel reservations and other items otherwise your accommodation arrangements may not be guaranteed and you will not be able to pick up your conference badge.

WEATHER

Average daily in Hyderabad during June is about 24°C – 34°C (75°F – 93°F) Please check [here](#) for more detailed Hyderabad weather forecasts.

Dos and DON'Ts in INDIA

1. Don't Wear Tight or Revealing Clothing

Indians adopt a very conservative standard of dress, particularly in rural areas. Western dress standards, including jeans on women, are now prevalent in major cities.

2. Don't Wear Your Shoes Inside

It's good manners to take your shoes off before entering someone's home, and it's a prerequisite before entering a temple or mosque.

3. Don't Point Your Feet or Finger at People

Feet are considered to be unclean and therefore it's important to avoid pointing your feet at people, or touching people or objects (particularly books) with your feet or shoes.

4. Don't Eat Food or Pass Objects with Your Left Hand

The left hand is considered to be unclean in India, as it's used to perform matters associated with going to the bathroom. Therefore, you should avoid your left hand

5. Don't be Offended by Intrusive Questions

Indians are really inquisitive people and their culture is one where people do anything but mind their own business, often due to lack of privacy in India and habit of placing people in the social hierarchy.

6. Don't Outright Decline an Invitation or Request

While it's necessary to be assertive and say "no" in some situations in India, doing so to decline an invitation or request can be considered disrespectful. This is because it's important to avoid making a person look or feel bad

7. Don't Expect People to be Punctual

There is time, and there is "Indian Standard Time" or "Indian Stretchable Time". In the west, it's considered rude to be late, and anything more than 10 minutes requires a phone call. In India, the concept of time is flexible. People are unlikely to turn up when they say they will. 10 minutes can mean half an hour, half an hour can mean an hour, and an hour can mean indefinitely!

8. Don't Expect People to Respect Your Personal Space

Overcrowding and scarcity of resources leads to a lot of pushing and shoving in India! If there is a line, people will certainly try and jump it. To prevent this from happening, those who are in the line will commonly stand so close to each other that they're touching. It can feel unnerving at first, but it's necessary to prevent people from cutting in.

9. Don't Show Affection in Public

While you may think nothing of holding your partner's hand in public, or even hugging or kissing them, it's not appropriate in India. Indian society is conservative, particularly the older generation. Such personal acts are associated with sex and can be considered obscene in public

10. Don't Overlook Your Body Language

Traditionally, women don't touch men in India when meeting and greeting them. A handshake, which is a standard western gesture, can be misinterpreted as something more intimate in India if coming from a woman. The same goes for touching a man, even just briefly on the arm, while speaking to him

11. Don't Judge the Whole Country

Lastly, it's important to keep in mind that India is a very diverse country, and a land of extreme contrasts. Each state is unique and has its own culture, and cultural norms. What may be true somewhere in India, may not be the case elsewhere. There are all kinds of different people and ways of behaving in India. Hence, you should be careful not to draw blanket conclusions about the whole country based on limited experience.

SEE YOU AT THE CONFERENCE !!